



Office of the City Clerk

Weekly Report – for Week Ending July 17, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Election Poll Worker Surveys - Staff compiled and reported on poll worker surveys collected during both the Primary and General Elections to more effectively target recruiting and training efforts. One surprising result is that there are more bi-lingual poll workers than previously thought, thus identifying additional resources for staffing limited English proficient polling places.

2016 Neighborhood Council (NC) Elections - Joint meetings between City Clerk and EmpowerLA staff have begun. The most up to date Neighborhood Council boundaries were obtained from the Department of Engineering. The data is used by both Clerk and EmpowerLA staff to verify and compare the NC boundaries against the official metes and bounds descriptions received from the NC's and will be used to confirm candidate eligibility during the filing period.

California Association of Clerks and Election Officials (CACEO) - Staff attended the annual conference July 14-17.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	5/1
Number of Notices/Publications	20
Number of Contracts Attested	32
Number of Council Files Created	40
Number of Claims Received	84
Number of Referrals	6
Number of Council Meetings	0
Number of Committee Meetings	0

Neighborhood and Business Improvement Districts - Meetings were held to review of the Management District Plans and Engineer's Reports for the Encino Business Improvement District renewal and Westwood Business Improvement District renewal.

The Business Improvement District System (BIDS) has been modified to print the billing address directly on the back of the BID ballot for mailing. This resolves an issue with sending ballots out to the wrong address when errors occur with applying "labels" to the mailings.

Innovation Process Workshops - The Neighborhood and Business Improvement District division has completed the first 3 sessions of internal workshops as part of the division's process improvement goals.

Community Impact Statement System Enhancements - Staff completed the programming script for sending out notifications to Neighborhood Councils when a new council supplemental file is created. This will keep the NC's informed when new motions are introduced under an existing Council file number and will give NC's an opportunity to file impact statements.

Archives Research - A doctoral candidate at Brown University contacted the City Archives regarding records of police enforcement of anti-prostitution legislation in the 20th century. The City Attorney's Office researched the history of City Council actions relating to the Boy Scouts of America.

Records Retention Schedules Outreach - Notices of the pending records management program changes and copies of departmental records disposition schedules were sent to all departments. All existing schedules that do not require revisions will be submitted to the City Attorney in early August.

TOP ITEMS

- **2015 Poll Worker Survey Results Analyzed**
- **Semi-Annual Disaster Recovery Test This Weekend**
- **NC Election Weekly Project Meetings started**
- **Enhancements to the Community Impact Statement System Completed**



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Records Retention Commercial Off-site Storage Contract - Non-Select letters were sent to proposers for City-wide Records Retentions Services RFP in advance of a projected recommendation to City Council in August 2015. The proposers will have 10 days to protest the selection.

AB1290/Council - Staff executed one (1) new contract and has nine (9) contracts in progress; processed five (5) invoices for payment; and has three (3) close-out contracts in progress.

General City Purposes - Staff received 15 allocation requests; submitted 25 invoices to Accounting for processing; and continued work on the end of year reversion worksheet.

Personnel - Staff conducted 9 New Hire Orientations for the Mayor and Council Offices; worked with the Personnel Department to process two certification requests for a Systems Analyst and Commission Executive Assistant; completed over 400 payroll entries amounting to a 2.75% increase for eligible employees in the Mayor, Council and CLA; and continued coordinating with GSD to exchange employee badges for all Council Employees.

ISSUES

None to report.

UPCOMING . . .

City Council Recess - Council returns from recess on July 28, 2015

Disaster Recovery - The City Clerk semi-annual systems disaster recovery testing is scheduled for this Saturday July 18, 2015.